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GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC.  
OFFICE OF THE CHIEF SURGEON

CIRCULAR LETTER )

A. P. O. 500  
19 December 1945

NO.....56 )

DENTAL REPORTS AND RECORDS

1. The following instructions regarding the preparation of dental reports and returns are published for the guidance of all concerned.

a. Monthly Report of Dental Service (WD, AGO Form 8-98).

(1) A monthly report of Dental Service, WD, AGO, Form 8-98, 8 August 1944, (Old WD, MD Form No. 57, 14 May 1942, which may be used until existing stocks are exhausted) will be rendered before the fifth (5th) day of the next succeeding month by every military station or separate command where a Dental Officer has been on duty during the month. This includes both staged and active units regardless of whether any dental work was accomplished or not. Sufficient copies will be forwarded through appropriate medical channels so that the original only, reaches the office of the Surgeon of the major command concerned. The Dental Surgeon of each major command: AFWESFAC, AFMIDPAC, FEAF, Sixth Army, Eight Army, and XXIV Corps, will compile the above reports and forward a consolidated copy to the Dental Section, Office of the Chief Surgeon, General Headquarters, United States Army Forces, Pacific, APO 500, by the 20th of the succeeding month. Reports delinquent to that date will be consolidated on WD, AGO Form 8-98 and forwarded as early as practicable, showing under paragraph 2, that it is the supplemental report for Calendar month of .

(2) The Dental Surgeons of all units who are staged or stationed unassigned within a Base, will forward an information copy of Form WD, AGO, 8-98 to the Base Surgeon's Office, of the Base concerned.

(3) Attention is invited to AR 40-1010, Par 2a, (13), which directs that: Intermediate offices will promptly subject reports to critical examination and any omissions or errors noted will be recorded in an indorsement and the reports promptly forwarded to higher authority. Under no circumstances will reports be returned for correction.

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(4) The consolidated Form WD, AGO, 8-98 as compiled by the Dental Surgeon of each major command (AFESPAC, AFMIDPAC, FEAF, Sixth Army, Eighth Army, and XXIV Corps) will show the following information under paragraph 5A.

- (a) The total number of Dental Officers that were reported by each station as accomplishing dental treatment.
- (b) The total number of Dental Officers that were reported by each station as accomplishing no dental treatment.
- (c) The number of Dental Officers assigned to full time administrative duties (this will include Dental Officers on duty with supply depots).
- (d) The number of Dental Officers lost to the command during the month by evacuation or adjusted service rating scores.

b. Letter Report of Central (Base) Dental Laboratories.

(1) This report will be forwarded on or before the fifth (5th) of each month from every Base Dental Laboratory. Sufficient copies will be forwarded through appropriate medical channels so that the original and two carbon copies will be received by the Dental Surgeon of the major command concerned.

(2) The Dental Surgeon of each major command will forward to the Dental Section, this headquarters, the original and one carbon copy of each Letter Report of Central (Base) Laboratories. They will be forwarded as inclosures to the monthly consolidated WD, AGO Form 8-98.

c. Disposition of Records.

All dental records will be kept in the unit as part of the permanent records of that unit or hospital. Where a unit is to be inactivated or otherwise closed, and the dead records are to be stored, provisions of Letter Order, WD 321, (30 Oct 45) General Headquarters, United States Army Forces, Pacific, Office of the Chief Surgeon, subject: "Procedures to be used in Closing Medical Installations," should be adhered to.

2. Circular Letter No. 2, Headquarters, USAFFE, 11 January 1945 is rescinded.

*Guy B. Denit*

GUY B. DENIT  
Brigadier General, U.S.A.  
Chief Surgeon

DISTRIBUTION

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